



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5215.4B (HDQ)
002SD
16 SEP 08

COMNAVCRUITCOM INSTRUCTION 5215.4B (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: PREPARATION, CLEARANCE, AND REVIEW OF NAVCRUITCOM
DIRECTIVES

(R)

Ref: (a) OPNAVINST 5215.17
(b) COMNAVCRUITCOMINST 5400.2
(c) COMNAVCRUITCOMINST 5213.1
(d) SECNAVINST 5216.5

(R)

Encl: (1) NAVCRUIT 5215/3 (8-08), NAVCRUITCOM Unclassified
Automated Route Slip
(2) NAVCRUIT 5216/1 (3-02), Correspondence Clearance/Brief
Sheet

(R)

1. Purpose. To establish policies and procedures for issuing/
revising NAVCRUITCOM directives.

2. Cancellation. COMNAVCRUITCOMINST 5215.4A. Revisions are
identified with a (R in the right hand column.

3. Definitions. For the purpose of this directive, NAVCRUITCOM
directives include instructions, notices, change transmittals,
and manuals.

a. Instruction. A directive that issues relatively
permanent policy and remains in effect until superseded or
cancelled.

b. Notice. A directive containing guidance or information
of a one-time or short-term duration, contains specific
cancellation date or provisions, and is automatically cancelled
after one year.

4. Policy

a. Directives management for the Navy Recruiting Command is
the responsibility of the Management Services Office (002SD).
Issuance of COMNAVCRUITCOM directives will be as prescribed in
reference (a) and shall be kept to a minimum.

b. Headquarters program managers will use the Navy's Directives Issuance System when providing direction, policy, or information to field activities. Standard operating procedures should be contained in the Standard Operating Procedures Manual, reference (b), rather than being issued as separate instructions. Permanent policy or guidance will be issued as a directive, not in a memorandum or other correspondence format.

c. Changes to policy and procedure established in the form of a directive (e.g. instruction, notice, or change transmittal) will only be issued via a change transmittal, new notice, or revised instruction.

d. New or revised forms will be submitted to the Command Forms Manager (002SD) for approval per reference (c). All forms will be issued with the required governing directive, not by memorandum.

5. Action

a. Management Services Office (002SD) will:

(1) Review all proposed directives, change transmittals, or revisions to ensure compliance with reference (a).

(2) Provide advice on directives format and assign Standard Subject Identification Code (SSIC) numbers.

(3) Edit proposed directives as necessary to ensure writing standards meet the criteria established in reference (d).

(4) As the command's Directives Control Point, maintain the directive case files and listing of current directives located on the Recruiting Quarterdeck.
<https://rq.cnrc.navy.mil/default.htm>.

(5) Maintain Directive Case Files, which should contain signed directives with accompanying reference material, the Internal Routing Sheet, enclosure (1) and Correspondence Clearance/Brief Sheet, enclosure (2).

(6) Maintain the master copy of all directives.

(7) Ensure that all instructions are reviewed annually on the anniversary date of the instruction.

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b. Directive Originators will:

- (1) Obtain correct SSIC and consecutive number as necessary from 002SD.
- (2) Conduct an annual review of directives as requested by 002SD.
- (3) Forward directives for clearance and approval as provided for in paragraph 5 of this instruction.
- (4) Ensure all directives being routed for signature have been cleared by 002SD.

c. Directives Working Groups (DWGs) will be established for each directive to review all proposed changes or revisions to instructions thus ensuring that cognizant areas overlapping into other code responsibilities are still valid and not arbitrarily changed or deleted.

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(1) DWGs will consist of a representative from each of the following codes *that have ownership* in the instruction being reviewed:

- (a) N3
- (b) N1/N4
- (c) N9
- (d) N8
- (e) N6
- (f) N5
- (g) 00J

(2) 002SD and 002SD2 will chair the working group and set the working group procedures.

6. Procedures

a. Proposed directives will be sent to 002SD with the electronic version sent via email.

b. Directives will be cleared through the originating office, branch and/or division head, 002SD (Management Services), and the Special Assistant or Department Director. Directives to be signed by the Commander or Deputy Commander will also be routed via 002SD, 002S, 002, 01, and 00B by use of enclosure (1) containing all clearance initials and comments. No other form or format will be used.

c. Directives for signature of the Commander or Deputy Commander will be routed in a green folder. The Internal Routing Sheet will be stapled to the outside front of the folder. A copy of the directive being superseded and any reference material will be included on the left inside of the folder. If a reference is unusually large, a copy of the cover page will suffice. Also a correspondence clearance brief sheet (enclosure (2)) will be included on the top left inside of the folder. Change transmittals will be routed with a copy of the basic instruction and all previous changes included on the left inside of the folder.

d. Directive originators wishing to issue a change transmittal or revision to a directive should obtain the electronic version from 002SD.

7. Forms. NAVCRUIT 5215/3 (8-08), NAVCRUITCOM Unclassified Automated Route Slip, and NAVCRUIT 5216/1 (3-02), Correspondence Clearance/Brief Sheet are available in electronic version as a fillable Word document on <http://www.cnrc.navy.mil/Publications/forms.htm>.

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/s/
JERRY R. ANDERSON
Chief of Staff

Distribution:
Electronic only via
<http://www.cnrc.navy.mil/Publications/forms.htm>

COMNAVCRUITCOM UNCLASSIFIED AUTOMATED ROUTE SLIP				
FROM		DATE	DATE RECEIVED	DIRECTIVE TRACKING No.
TO DISTRIBUTION LIST		SERIAL/FILE NUMBER		DUE DATE
SUBJECT/ABSTRACT:				
TO		SIGNATURE	DATE	COMMENTS
00				
00B				
01				
002				
002S				
002S1				
002SD				
PRIVACY ACT NOTIFICATION				
The enclosed document may contain information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, please notify 002S at once and destroy any copies you have made.				
*PURPOSE CODES A - PREPARE PEPLY FOR SINGATURE B - NECESSARY ACTION C - REPLY DIRECT D - FURNISH DATA ON WHICH TO BASE A REPLY E - INFORMATION AND RETENTION F - LEAD OFFICE FOR COORDINATION, REWRITES			H - INFORMATION AND RETENTION I - COMMENT AND RECOMMENDATION J - COORDINATE WITH ACTION OFFICER K - COORDINATE WITH LEAD OFFICE L - REPLY TO BE CLEARED BY THIS OFFICE S - REPLY TO BE SIGNED BY THIS OFFICE	

WARNING: DO NOT ENTER CLASSIFIED SUBJECT OR TITLE ON THIS

FORM.

CORRESPONDENCE CLEARANCE/BRIEF SHEET

SUBJECT

BACKGROUND/BRIEFING:

sample

RECOMMENDATION:

SIGNATURE

OFFICE CODE AND/OR TITLE

DATE